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**Permanent Town Building Advisory Committee Meeting Minutes**  
**August 14, 2020 8:30A.M.**  
**Virtual WebEx Meeting**

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**I. Call to Order/Roll Call**

Chair Feldman called the WebEx virtual meeting to order at 8:31AM and initiated roll call. Present were Chair Rick Feldman-Y, Mark Johnson-Y, Janet Nicosia, Ellen Keller-Y and Dan Casper-Y. Also present were Joseph Sgrosso, Brian DeFilippis, PMA Consultants, Jim Bruneau, Kevin Weeks, Ellen Light and Jeff Shaw of Context and Fire Chief Mansfield. Absent was David Giangrande. The meeting was taped and live cablecast.

**II. Approval of Minutes – July 17, 2020**

Upon motion duly made by Mr. Casper and seconded by Mr. Johnson, it was unanimously voted to approve the above minutes. Rick Feldman-Y, Mark Johnson-Y, Ellen Keller-Y, Janet Nicosia-Y and Dan Casper-Y. Motion passed 5-0.

**III. Update on Senior Center**

Mr. DeFillippis updated the committee on the status of the Senior Center. He reported that progress was being made. Three additions of steel were in, foundation complete, roof placed and glass fastened to exterior framing. Lifelong learning center has been framed, foundation installed and glass installed in next week. Cooler addition foundation in and steel up. Roofing will continue. Slab taken care of and MEP trades are working. He is scheduled to meet with contractor next week to discuss the completion schedule.

Mr. Bruneau updated the committee on the PCO's totaling \$20K+ consisting of a) infill of existing plumbing trenches; b) disconnection of existing rooftop unit at connector bridge between Sr. Center and auditorium; c) straggling costs for rerouted roof drain; and d) detailing for soffit for HVAC coordination. Mr. DeFilippis negotiated costs with the contractor. He also reported a delay in electrician's work and continues to monitor. Kitchen equipment was released three weeks ago and building partitions as well. Millwork is about to be released.

Ms. Nicosia advised that Friends of the Senior Center will be moving forward to reinstitute fundraising efforts. Ms. Lambert is working on marketing materials and naming opportunities.

Ms. Nicosia reported that some internal work can be done by staff if needed. It is the intent to provide the amenities as originally proposed, even though a fair amount of the contingency has been used.

Ms. Nicosia also added that the parking lot enhancement has met peer review requirements. Revised NOI is due August 18 and a meeting will be held thereafter to go forward.

**IV. Update on Municipal Facility**

Ms. Nicosia reported the car wash was in the progress of being built in collaboration with staff with completion the week of August 24<sup>th</sup>.

**V. Update on Ballardvale Fire Station**

Mr. DeFilippis updated the committee. Structural steel is well underway and about two weeks away from completing structural steel. Mock-up has been built with great attention to detail and aesthetics. Framer will start as soon as steel is complete.

Ms. Light then reviewed change order #5 in the amount of \$46,846 as follows: countertop clarification \$1,900; blocking and trim exterior detail \$1,360; gypsum wallboard in stairwell \$1,600; porch framing changes \$1,500. Additionally eve ventilation changes were proposed to get better roof framing and balanced air flow with less pieces of steel but same tonnage \$40,452. A good amount of cost was for labor. The project is on schedule.

Ms. Nicosia reported that there was no update on the intersection and traffic intersection. Chief Mansfield reported the building was being topped off today and was pleased with the progress. Ms. Nicosia noted that the Town Manager will be scheduling a groundbreaking. Ms. Keller reported that she lives in the neighborhood and was impressed with the professionalism of the crew on-site.

Ms. Nicosia added that the sale and demolition of 157 Andover street will be voted at town meeting. Discussion ensued on the logistics of dealing with this property.

Upon motion duly made by Mr. Johnson and seconded by Mr. Casper, it was unanimously voted to approve change order #5 in the amount of \$46,846 for pco's #17, 18, 20, 21 and 22. Rick Feldman-Y, Mark Johnson-Y, Janet Nicosia, Ellen Keller-Y and Dan Casper-Y. Motion passed 5-0. \$400K remains in contingency.

**VI. School Projects**

Mr. DeFilippis reported the West El project's proposed design as it relates back to education plan was being reviewed and due August 26<sup>th</sup>. The Board votes on schematic design. Critical items are flexitorium and pre-K space. Approval of schematic expected April 2021. The MSBA is strongly not in favor of the flexitorium and is asking for a decision to be made now whether the school will go ahead on its own.

Ms. Nicosia reported that when a decision is made on including the pre-school as part of West El, disposition of Shawsheen will be considered.

**VII. Town Projects**

Town Meeting will have an article for advancing phase I of town hall projects, containing renovation and expansion of the Select Board conference room. Context will be the architect on a phased approach to renovations of remainder of town hall. Ms. Nicosia is meeting with Context and Town Manager next week. Design costs for the entire project will be addressed after that meeting.

Ms. Anderson added that \$625-650K is being asked on a town meeting article. The PTBAC will meet at a later meeting to make its recommendation on its project when more budget details are available.

**Next WebEx Virtual Meeting**

Friday, September 11th @ 8:30AM prior to town meeting

**VIII. Adjournment**

Upon motion duly made by Mr. Johnson and seconded by Ms. Keller, it was unanimously voted to adjourn. Chair Rick Feldman-Y, Mark Johnson-Y, David Giangrande, Ellen Keller-Y and Dan Casper-Y. Motion passed 5-0.

Respectfully submitted,

Christine Martin Barraford  
Recording Clerk